

The BiBa Buddy Program pairs new students with experienced students to help ensure a smooth transition to life in Magdeburg and at the university. The Buddy will be the first point of contact for the new student and provide guidance in various aspects of settling into the city and academic life. This document outlines the responsibilities and tasks of Buddy program participants to help ensure the success of the program.

Buddy Responsibilities:

1. Arrival Support

The Buddy can offer to pick up the new students upon their arrival in Magdeburg to help them feel welcome and supported right from the start.

2. Accommodation Assistance

The Buddy can help the new student find both temporary accommodation and permanent housing.

- Suggest submitting applications for public or private dormitories.
- Recommend reputable accommodation websites.
- Provide key advice on the process of signing a rental contract.

3. Essential Tasks for New Arrivals

The Buddy should inform the new student about important tasks to complete when they arrive in Germany:

- Completing city registration (Anmeldung).
- Opening a bank account.
- Registering for the mandatory license fee payment (Radio/TV tax).
- Applying for mandatory health insurance in Germany.

4. University Guidance

The Buddy can clarify any questions about university procedures, such as:

- How to register for courses.
- How to navigate university systems.
- Tips for successfully managing their studies.

5. University Tour

The Buddy could give a brief tour of the university, highlighting useful information such as:

- How to use the student ID card.
- Accessing and using the library.
- Navigating the canteen (Mensa) for meals.

6. City Information

The Buddy can provide essential tips about Magdeburg, including:

- Public transportation options.
- Important locations, such as grocery stores, pharmacies, and other daily necessities.
- Insights into cultural aspects and local customs.

7. German Communication Assistance (if needed)

If the Buddy possesses sufficient German language skills, they can assist the new student in situations where German is primarily spoken, such as local offices or institutions with limited English support. Additionally, they can recommend useful language resources or essential phrases to help the student navigate daily interactions.

8. Communication and Referrals

If the Buddy is unable to assist with a specific request or they encounter any challenges in helping the new student, they should communicate with the class representatives for further assistance.

9. Buddy Communication Channels

To improve coordination and communication, a dedicated group will be established for all Buddy program participants. This group will serve several purposes:

- Announcing new Buddy assignments and allowing members to volunteer for helping new students.
- Sharing important updates and announcements for all participants.
- Enabling Buddies to discuss challenges and ask for help if they encounter difficulties with their assigned students.
- Ensuring all participants are kept informed and can collaborate for a smoother experience.

10. Program Aim

The BiBa Buddy program is a valuable opportunity to make new students feel welcomed, supported, and integrated into the university and the city, ensuring they have a smooth transition both academically and socially.